

FLASH

~~SECRET~~*Procedure
Manner*

which

An indexing economy developed early in the Intellofax

System was the so-called "FLASH" procedure. By January 1949
 indexers recognized that there was a sizeable segment of documents
 which covered the same subject matter each time and which were issued
 periodically. "Quarterly Military Review," "Weekly List of Infectious
 Diseases," "Semi-Annual Railroad Statistics" were a few examples.

It was a waste of indexing and key punching time to code these documents
 every time they appeared. ^{the} ~~One~~ initial coding effort was sufficient.

Therefore, the first time such a document was encountered it was
 and abstracted. ~~on~~ the Intellofax card
 coded in the proper manner; the bibliographic statement, however, did
 bear the usual bibliographic statement but without the report number or date.
~~not contain the report number or date. The card was marked "Flash"~~
 The word "Flash" was typed on the card.
~~so that when such a card turned up on retrieval the librarian knew~~

A master Transmittal Sheet on which the abstract was prepared was
 filed in the "Flash" book in the Analysis Branch. Every time a
 similar document was encountered, its report number and date ~~was~~ ^{was} ~~entered~~
 entered into the "Flash" book. When a subject retrieval request turned
 up the original "Flash" card, the librarian or indexer knew that ^{he} ~~the~~
 must refer to the "Flash" book to find all the documents which had
 been published. This "Flash" record was the only means of identifying
 document numbers in order to get the material out of the ~~Document~~ ^{the} ~~Library~~ file.

Although lists of "Flashed" reports were ~~kept~~ ^{by} periodically
 distributed to the indexers-- and the lists grew-- the indexers were,
~~however, to~~ ^{however, to} ~~occasionally~~ reminded to glance at the current documents
 to be sure that they were sufficiently covered by the codes originally
~~selected~~ ^{selected} established. Changes in the ISC as well as wider ~~topic~~ ^{topic} subject
 coverage in the series did necessitate added codes.

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GROUP 1
 Excluded from automatic
 downgrading and
 declassification

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The "Flash" system finally outlived its usefulness. of certain series, involved in Irregularity of issuance, the manual labor of maintaining the "Flash" book, the nuisance value of Circulation Branch not having a source card for every document, and the advent of the revised Intellofax system-- all combined to its demise in 1960.

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